## REVISED PERSONNEL BOARD AGENDA Monday, April 2, 2012 - 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena, Member; and Beatriz Sosa, Member.

## **AGENDA**

- 1. Request to approve the minutes of the March 2012 Personnel Board meeting.
- 2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received March 2012.

1. Alex Medina Construction and Maintenance Department

Todd Hyde
 Wayne Pflum
 Anthony Robinson
 Glenn Serrano
 Fire Department
 Fire Department

6. Huascar Ruiz Grants and Human Services Department

- 3. Report of *Leave Without Pay* List for March 2012.
- 4. Report of Civil Service Appointments for March 2012. NONE
- 5. Report of Civil Service *Resignations* for March 2012.
- 6. Report of *Maternal/Paternal Leave* for March 2012.

Lea Vargas Education and Community Services
 Crysty Morando Parks and Recreation Department

3. Abraham Frakas Police Department

4. Marcelino Moreno Water and Sewers Department

7. Report of Leave of Absence for March 2012. NONE

- 8. Request to certify the eligibility list for the position of Accounting Clerk I.
- 9. Request to certify the eligibility list for the position of *Clerk Typist 1*.
- 10. Request to certify the eligibility list for the position of *Clerk Typist II*.
- 11. Request to certify the eligibility list for the position of *File Room Coordinator Aide*.
- 12. Request to conduct a civil service examination for the position of **Streets Inspector** with the following criteria:
  - a. In-house
  - b. 100% Written
  - c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of <u>revised</u> job description is attached. (No eligibility list on file.) Range 49 - \$908 - \$1916 Bi-weekly

- 13. Request to hear *Unfinished Business*.
- 14. Request to hear *New Business*.

## NEXT PERSONNEL BOARD MEETING: "May 7, 2012"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.